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DD/S&T #155-69  
10 February 1969

MEMORANDUM FOR: O/DDS&T Secretaries

SUBJECT : Document Control

1. The control of documents received by, or sent from, the O/DDS&T require strict adherence to established administrative and security procedures.

2. Several incidents lately have made it necessary to bring this subject to the attention of each of you. Attached for your information is a memo, dated 3 November 1967, stressing this problem. In order that Registry will control the whereabouts of documents, complete cooperation by everyone is necessary.

3. Please contact  if additional information regarding this subject is needed.

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Chief, Administrative Support Staff

Attach  
a/s

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DD/S&T 4400-67

3 November 1967

MEMORANDUM FOR: *O/DD/S&T Secretaries*

SUBJECT : Document Control

1. Recent problems in controlling documents make it necessary to tighten adherence to established procedures.

2. You are cautioned not to accept correspondence which has not been processed through the O/DD/S&T Registry. In extenuating circumstances wherein exception is necessary, it is your responsibility to either prepare an Abstract (Form 238) for Registry or at least notify Registry immediately, providing the following information: Document number, date of document, subject, addressee and number of copies.

3. If further information is needed in regard to this procedure, please contact [redacted] or any member of the Registry.

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[redacted]  
Chief, Administrative Support Staff  
Directorate of  
Science and Technology

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